

**REGULAR MEETING MINUTES
CITY COMMISSION**

June 9, 2005

A **REGULAR MEETING** of the Winter Garden City Commission was called to order by Mayor Quesinberry at 6:30 p.m. at Tanner Hall, 29 W. Garden Avenue, Winter Garden, Florida. The invocation and Pledge of Allegiance were given.

PRESENT: Mayor Jack Quesinberry, Commissioners Rod Reynolds, Mildred Dixon, and Carol Nichols

ABSENT: Commissioner Theo Graham

Also Present: Acting City Manager Mike Bollhoefer, City Attorney Lionel Rubio, City Clerk Kathy Golden, Assistant to the City Manager Marshall Robertson, Police Chief George Brennan, City Planner Mark Cechman, Utilities Director Fernand Tiblier, Acting Finance Director Brian Strobeck, Information Systems Department Specialist Dave Boddy, Public Works Director Bob Smith, Fire Chief John Williamson, Recreation Director Jay Conn, Human Resources Director Frank Gilbert, Building Official Willie Herbert, Trailer City Manager Johnny Clark, Sanitation Supervisor John Love, West Orange Times reporter Michael Laval, and Orlando Sentinel reporter Sandra Mathers

1. **APPROVAL OF MINUTES**

The regular meeting minutes of May 26, 2005 were postponed until the next meeting.

2. **OATH OF OFFICE**

Police Chief Brennan introduced and administered the Oath of Office to Officer Robert Hodges.

3. **FIRST READING AND PUBLIC HEARING OF PROPOSED ORDINANCES**

A. **Ordinance 05-02:** AN ORDINANCE OF THE CITY OF WINTER GARDEN, FLORIDA, AMENDING THE WINTER GARDEN COMPREHENSIVE GROWTH MANAGEMENT PLAN TO ALLOW FOR THE DEVELOPMENT OF AN OPEN AIR MALL ON THAT CERTAIN REAL PROPERTY GENERALLY DESCRIBED AS 174.8 ACRES OF LAND LOCATED NORTH OF THE WESTERN BELTWAY AND EAST OF COUNTY ROAD 535 AND GENERALLY KNOWN AS THE FOWLER PROPERTY BY SPECIFICALLY AMENDING POLICY 1.3 OF THE FUTURE LAND USE ELEMENT BY INCLUDING A "BELTWAY CENTER" LAND USE CATEGORY; AND AMENDING OBJECTIVE 3 OF THE CAPITAL IMPROVEMENT ELEMENT BY ESTABLISHING A POLICY IDENTIFYING PROPORTIONAL SHARE CONTRIBUTION FOR INFRASTRUCTURE IMPROVEMENTS REQUIRED BY A DEVELOPMENT OF REGIONAL IMPACT; AND AMENDING THE FUTURE LAND USE MAP BY CHANGING THE LAND USE DESIGNATION OF THE AFORESAID REAL PROPERTY GENERALLY KNOWN AS THE FOWLER PROPERTY FROM WINTER GARDEN LOW DENSITY RESIDENTIAL AND CONSERVATION OVERLAY TO CITY BELTWAY CENTER WITH A CITY CONSERVATION OVERLAY; AND REVISING POLICY 9.3.2.4 OF THE FUTURE LAND USE ELEMENT BY CHANGING THE DESIGNATION OF THE FOWLER PROPERTY TO BELTWAY CENTER; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE (LSCPA Fowler Groves) -City Planner Cechman

- B. **Ordinance 05-22:** AN ORDINANCE OF THE CITY OF WINTER GARDEN, FLORIDA, APPROVING THE DEVELOPMENT ORDER OF THE WINTER GARDEN VILLAGE AT FOWLER GROVES DEVELOPMENT OF REGIONAL IMPACT, CONSISTING OF APPROXIMATELY 174.8 ACRES OF LAND LOCATED NORTH OF THE WESTERN BELTWAY AND EAST OF COUNTY ROAD 535; PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE (Fowler Groves) - City Planner Cechman
- C. **Ordinance 05-24:** AN ORDINANCE OF THE CITY OF WINTER GARDEN, FLORIDA, REZONING CERTAIN REAL PROPERTY GENERALLY DESCRIBED AS 174.8 ACRES OF LAND LOCATED NORTH OF THE WESTERN BELTWAY AND EAST OF COUNTY ROAD 535, GENERALLY KNOWN AS THE FOWLER PROPERTY, FROM CITY R-1 TO CITY PCD; PROVIDING FOR CERTAIN PCD REQUIREMENTS; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE (Winter Garden Villages at Fowler Groves PCD) - City Planner Cechman

Mayor Quesinberry stated that the applicant and staff have requested that the above three ordinances be continued until July 28, 2005. **Motion by Commissioner Dixon to approve continuance of Ordinances 05-02, 05-22 and 05-24 until July 28, 2005. Seconded by Commissioner Reynolds and carried unanimously 4-0.**

4. **FIRST READING OF PROPOSED ORDINANCES**

- A. **Ordinance 05-31:** AN ORDINANCE OF THE CITY OF WINTER GARDEN, FLORIDA, AMENDING THE CITY OF WINTER GARDEN BUDGET FOR FISCAL YEAR 2004-2005; PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE
- City Attorney Rubio read Ordinance 05-31 by title and that the total revenues and expenses equal \$5,389,080. **Motion by Commissioner Nichols to approve Ordinance 05-31 with the second reading and public hearing being scheduled for June 23, 2005. Seconded by Commissioner Dixon.** Acting City Manager Bollhoefer explained that the recommended new positions are necessitated by the City's growth. Mr. Bollhoefer highlighted the following budget recommendations:
- Microsoft contract to cover additional licenses because of more computers and users in all departments.
 - The Brightmail add-on is a spam filter server, which would be out sourced and updated continually. The product has been tested in-house and it proved to eliminate over 90 percent of spam e-mail and will increase productivity.
 - Replacement of AS400, which is the mid-frame computer that runs our main programs. We are at capacity and the system is starting to slow down. This upgrade should last the City another five years.
 - Contract labor has been included due to employee turnover experienced last March when about 70 percent of the staff in the Building Department quit abruptly and we had to hire an independent contractor to keep the department running. The department is now fully staffed and goals have been implemented to reduce permit turn around.
 - Renovate the City-owned Youth Center that is in disrepair, for use by the entire Building Department, which now operates out of two different buildings. The Building Department would occupy the building over the next two years until the new city hall is opened. There are several other options for the building after the two

years. Mayor Quesinberry pointed out that the City did not let the building deteriorate; it was just turned over to the City in its current condition.

Fire Chief John Williamson came forward to explain his budget items as follows:

- The Ford Expedition for the Fire Chief and Deputy Fire Chief are requested for response to hurricanes, flooding, wild fires etc. Replacing the current vehicles will allow those vehicles to be utilized by the Fire Marshal and a backup vehicle. Commissioner Nichols asked what vehicles the Fire Chief and Deputy Fire Chief are driving now and if there are any other SUV type vehicles in the Fire Department. Mr. Williamson replied he is driving a 2001 Crown Victoria and the Deputy Chief has a Ford Explorer. The Battalion Chief drives the City Manager's old Ford Expedition, which is not four-wheel drive. Commissioner Nichols asked if the proposed vehicles would be purchased under the state contract and if any of the specialized equipment could be reused. Mr. Williamson replied that the new vehicles would be purchased under the state contract and that some of the equipment could be transferred to the new vehicles with the exception of the mounting, which must be vehicle specific because of the size difference. The most expensive part is the computer, which will be transferred to another vehicle. Commissioner Reynolds asked how many fire calls the Fire Chief and Deputy Fire Chief responded to last year. Mr. Williamson replied that while the number of responses has reduced since adding the Battalion Chiefs, the Deputy probably goes out on at least half the calls and the Chief's responses are discretionary. Commissioner Reynolds asked about the mobile command aspect. Mr. Williamson replied that the unit is in charge of the fire and is set up as early as possible for just about every structure fire even though they may not set up for a long period of time. Commissioner Reynolds asked if the Chief and Deputy vehicles are used daily and taken home. Mr. Williamson replied yes, they are the only two City vehicles taken home by the Fire Department so they can respond directly from their homes if necessary. Commissioner Reynolds stated that the proposed vehicles are not known for their fuel efficiency. Mr. Williamson replied that the motors are the same size as the Crown Victoria and would have an enhanced package to be able to maintain their emergency lights for a longer period of time. Commissioner Reynolds asked the Fire Chief if in his analysis and due diligence, these are the best vehicles for the job. Mr. Williamson replied that he believes the vehicles will bring the department operationally into a very good position. Acting City Manager Bollhoefer explained that the budget request is not for any new funds because of some salary savings from unfilled budgeted positions that will cover the vehicle costs. Commissioner Reynolds asked if the unfilled positions were firefighters that needed to be responding. Mr. Williamson replied that the positions are firefighter positions. Currently the City operates two fire engines with four staff and a Battalion Chief. After the remaining four positions are filled, the rescue squad will be back in service.

Recreation Director Jay Conn came forward to explain his budget request as follows:

The proposed Parks and Recreation Master Plan listed on page 8 for \$75,000 is for a 15-year comprehensive plan that will take the City to its projected build-out. The plan will include purchasing recreation acreage south of SR 50, which currently is estimated to cost \$70,000 an acre. Commissioner Dixon stated that the Klondike Park pool not only

needs to be cleaned but also needs recreational activities. Commissioner Nichols asked Mr. Conn if he currently has a master plan. Mr. Conn stated that an in-house needs assessment has been done but staff feels that a master plan would identify what the resident needs are and what they would like to see in the way of recreation. Adding acreage for parks is one idea. He would like to see input from citizens and possibly have some focus project groups. Commissioner Nichols stated her concern for District 4 with younger families and no place for their children to go, especially in light of the acreage going so quickly in the district. Acting City Manager Bollhoefer stated that he and the Recreation Director recently met with West Orange High School, to include Orange County and the YMCA to form a partnership to try and benefit the community with pooled resources that will bring greater assets to everyone in the community.

Assistant to the City Manager Marshall Robertson and Public Works Director Bob Smith came forward to share the Local Option Gas Tax Fund proposed expenditure:

Mr. Robertson explained that the Newell-Highland Avenue to Boyd Street design was approved several months ago to be budgeted at mid-year that will finish up the bricked historical section of downtown. Mr. Smith stated that the rest of the projects include paving Varsity Street; paving Tuscan Road did have a ground water problem and needs some repaving; Maple to Woodland needs to be repaved; installation of a sidewalk from Teacup Springs Court around to Fullers Cross Road to connect to the existing sidewalk at the new Fullers Landing Subdivision, which was promised to residents who annexed into the City two years ago; curb and align Tildenvue Road from Lakeview Reserve to Lakeview Road adding ribbon curb and expanding it to a 24-foot road with five foot sidewalks.

Acting City Manager Bollhoefer explained that the Police Department items are from general impact fees paid for by the developers and can only be used for the developments impact on the City.

Police Chief George Brennan came forward to explain his budget request as follows:

Mr. Brennan stated that he would like to offer the citizens full crime scene capabilities. The City currently uses FDLE or the Orange County Sheriff. The City now has a certified crime scene employee that he would like to see have the related vehicle such as an extended panel van. He has contacted subcontractors who can customize the van at a cost savings. New programs for 80 children are to begin for the summer which has created the need for additional transportation. Therefore, he is requesting a 15-passenger van. Also, the department needs two unmarked vehicles if the new police officer positions are approved. Mr. Bollhoefer also pointed out that the proposed budget under impact fees includes \$1,877,886 for the purchase of 20 acres in the southern area for recreation, which is needed as land is rapidly diminishing in the area. All options are being explored and an actual purchase recommendation will be presented to the Commission for approval.

Assistant to the City Manager Marshall Robertson came forward to explain the proposed expenditure under Transportation Impact Fees-South of the Turnpike.

Mr. Robertson stated that the Roper Road project is for the dirt road portion that washes out between 535 and the new Daniels Road. The design is complete, applications for the permits have been submitted, and this request is for the construction. When the bridge construction begins it will last for 15 months, so the residents will need this road as a cut-through for access as well as access to an from West Orange High.

Utilities Director Tiblier came forward to explain his proposed expenditure for the installation of remote and read meters.

Mr. Tiblier stated that today's technology allows 1,000 meters to be read in a half an hour. He has identified that approximately 7,500 meters are still read manually and he proposes converting half the meters this year, at an estimated cost of \$960,000 and half next year. About 320 hours are spent now in reading meters and he would like to take those man-hours and apply them to other projects such as taking the 40-year old 2" galvanized pipe out of service, which is about ¾" because of the buildup in them. As part of the transition process, the meter reading function is to be transferred to the Utility Billing under the Finance Department. Commissioner Reynolds asked how long it would take to recoup the costs to the citizens. Mr. Tiblier replied that the savings over a five-year period would be \$266,000 so the realized savings as a whole would be 15 years on a product that has a 25-year life.

Motion carried unanimously 4-0.

- B. **Ordinance 05-35:** AN ORDINANCE OF THE CITY OF WINTER GARDEN, FLORIDA; VACATING THE EASTERLY 5 FEET OF THE TEN-FOOT DRAINAGE AND UTILITY EASEMENT LOCATED ADJACENT TO THE WESTERNMOST PROPERTY LINE, LESS 5 FEET ON THE NORTHERN AND SOUTHERN PROPERTY LINES OF 734 HURLEY DRIVE, WINTER GARDEN, FLORIDA; PROVIDING AN EFFECTIVE DATE

City Attorney Rubio read Ordinance 05-35 by title only. **Motion by Commissioner Dixon to approve Ordinance 05-31 with the second reading and public hearing being scheduled for July 14, 2005. Seconded by Commissioner Nichols and carried unanimously 4-0.**

4. **REGULAR BUSINESS**

- A. **Information on residential development process**

City Planner Cechman explained how a residential development goes from bare ground to a housing project (*see attached*).

- B. **Recommendation to approve Final Plat for The Orchard**

City Planner Cechman stated that this final plat is for a 112-unit townhome project on 535 that the Planning and Zoning Board reviewed on May 2, 2005 and recommends approval with the staff recommended conditions provided in the agenda package. Mr. Chris Abbott, applicant, stated he is in agreement with the Planning and Zoning Board's and staff's recommendations. **Motion by Commissioner Nichols to approve the Final Plat for The Orchard. Seconded by Commissioner Dixon and carried unanimously 4-0.**

C. **Request authorization to allocate recreation staff to assist the Kids Café program, operated by Second Harvest Food Bank of Central Florida, at the Maxey Center (Postponed from May 12, 2005)**

Recreation Director Conn stated that the program requested would operate Monday through Thursday 3:00 p.m. to 5:00 p.m. and would require an additional part-time staff person to prepare and serve meals to the children. An additional existing full-time recreation staff member would be assigned to the Maxey Center to provide a recreation program prior to nourishment being given to the children. **Motion by Commissioner Dixon to approve the allocation of existing staff hours to coordinate the Kids Café Program at the Maxey Center. Seconded by Commissioner Nichols.** Commissioner Dixon commended Ms. Wilder on her involvement and continued dedication to youth programs. She also thanked Mr. Risper, Maxey Center Director, for his hard work in bringing in this program. **Motion carried unanimously 4-0.**

D. **Request to expend \$3,110 from the Law Enforcement Trust Fund (LETf) to sponsor a summer youth program at the Maxey Center**

Police Chief Brennan stated that this request is to fund a police athletic league summer recreation program at Maxey Center. This is a collaborative effort between the Police Department, Orange County, Mr. Risper at the Maxey Center, Central Florida Police Athletic League, and the City Recreation Department. The program will be a free program for up to 80 children, ages 5 to 15. **Motion by Commissioner Dixon to approve the expenditure of \$3,110 from the LETf to sponsor a summer youth program at the Maxey Center. Seconded by Commissioner Nichols and carried unanimously 4-0.** Commissioner Dixon thanked Police Chief Brennan for all his efforts since coming to the City of Winter Garden.

E. **Recommendation to surplus and authorize the sale of four vehicles and two pieces of equipment**

Public Works Director Smith stated that this request is to surplus and sell four vehicles and two pieces of equipment that have served the city a long time and offer them for public sale. **Motion by Commissioner Nichols to declare the submitted list in the agenda package as surplus and authorize the sale of same. Seconded by Commissioner Dixon and carried unanimously 4-0.**

5. **MATTERS FROM CITIZENS**

Speaking in opposition of the proposed Fowler Grove Mall were the following:

Ed DeCresie, 13809 Glynshel Drive, Winter Garden, Florida
Edward Lynch, 660 Home Grove Drive, Winter Garden, Florida
James Balderrama, 14315 Hampshire Bay, Winter Garden, Florida
Mac McLaughlin, 312 English Lake, Winter Garden, Florida
Colin Sharman, 312 Duff Drive, Winter Garden, Florida

Speaking in favor of the proposed Fowler Grove Mall were the following:

Mike Holczer, 5037 River Gem Avenue, Windermere, Florida
Mike Carroll, 1149 Portmoor Way, Winter Garden, Florida
Marise Carroll, 1149 Portmoor Way, Winter Garden, Florida
Jerry R. Vernon, 1671 Malcolm Pointe Drive, Winter Garden, Florida

Jason and Jaime Kob, 211 Aranel Court, Winter Garden, Florida
Shirley Smith, 21 W. Crest Avenue, Winter Garden, Florida; Ms. Smith also thanked the Fire Department for what they have done over the years for the community. She also thanked Recreation Director Conn for his youth programs. Property needs to be purchased for the purpose of affordable housing because there are people living in the trees. She would also like to see funding added for equipment in the proposed new recreational areas.

6. **MATTERS FROM CITY ATTORNEY LIONEL RUBIO**

Reported that Municipal Code Corporation has replied that a review of the City Charter will take them four to six weeks to prepare.

7. **MATTERS FROM ACTING CITY MANAGER MIKE BOLLHOEFER**

A. **Discussion on proposed elected official salaries**

Stated that he previously distributed the results of a salary survey of other comparably sized cities for the elected officials and recommended a salary increase, using the average of \$550 for Commissioners and \$800 for the Mayor. Staff is requesting direction to draft the related ordinance. **Motion by Commissioner Dixon to direct staff to bring back a proposed ordinance to increase the salary of Commissioners to \$600 and \$1,000 for the Mayor. Seconded by Commissioner Nichols and carried unanimously 4-0.**

- Stated that the Commission has expressed an interest in health care insurance so he had Human Resources Director Gilbert survey other municipalities and it seems 60 to 40 percent of the cities provide it to their elected officials. However, Mr. Gilbert has handed him a note that they will need to discuss this item further with the City's health care provider. Therefore, he would like to bring this item back to the next meeting.
- Reported that the Masonic Lodge has requested permission to hold their annual Children's Patriotic Parade downtown on Plant Street on July 4th for 30 to 45 minutes. **Motion by Commissioner Dixon to approve closing Plant Street for the requested parade. Seconded by Commissioner Nichols and carried unanimously 4-0.**
- Advised that staff has received citizen complaints about the new subdivision on Division Street that has basically clear-cut the area of trees. The developer agreed to quit cutting down trees after a significant amount had already been cut. Therefore, the developer has made a commitment, in the letter provided, to replace many of the trees. Staff will look at all new proposed developments to include a plan that will save as many of the existing trees as possible.
- Announced that after nine years, the Utility Director went to Palatka and received our Consumptive Use Permit from the St. John Water Management District. He did a fine job and worked out a good agreement.

B. **Discussion and direction on recruitment of City Manager**

Human Resources Director Gilbert stated that the package provided was drafted utilizing the City Charter, guidelines from several other municipalities, and related professional

organizations. Included are proposed media outlets and timelines. Commissioner Dixon asked how long the process would take. Mr. Gilbert replied that it takes approximately twelve weeks. **Motion by Commissioner Dixon to approve the recommended recruitment for the City Manager. Seconded by Commissioner Nichols and carried unanimously 4-0.**

6. MATTERS FROM MAYOR AND COMMISSIONERS

Commissioner Nichols

Stated she is delighted with having the Kids Café.

Commissioner Dixon

Announced that she attended training by the Community Action Board with National Head Start to develop a three-year strategic plan. Advised that volunteers are needed to help children learn to read in community centers and that on June 19 there will be a fashion show by those participating in the sewing class at the Maxey Center and she encouraged everyone to attend.

Commissioner Reynolds

Stated there has been a lot of media exposure about establishing safe child zones around schools and activity centers for children. Unless Winter Garden acts quickly, we may be seen as an easy target and sex offender friendly. He would like it brought to the Commission to be considered in order to protect our children.

Asked how the City is tracking the number of roll-off dumpsters for construction debris. Public Works Director Smith replied that commercial haulers are not tracked. There are two aspects; one is a non-exclusive franchise through Waste Management for roll-off construction debris containers. Other haulers are required to pay a one-time fee of \$20. Staff has been looking at this item and the possibility of an exclusive franchise. We normally have to catch them in the act. For every can Waste Management hauls, they pay a portion of what they bill the customer per the franchise. Commissioner Reynolds pointed out that the loads not being tracked are creating lost revenue to the City. Acting City Manager Bollhoefer stated that the best way is to go with an exclusive contract and set up the related controls. Staff is looking at sample ordinances now. Commissioner Reynolds asked if anyone has taken a look at how much debris a new mall would create and the potential lost revenue. Mr. Smith replied it would be an enormous amount of debris. Commissioner Reynolds asked if this item would be moved up on the priority list. Mr. Bollhoefer replied yes and stated that a proposed ordinance would be forthcoming.

The meeting adjourned at 8:58 p.m. to the next regularly scheduled meeting on June 23, 2005.

APPROVED:

MAYOR JACK QUESINBERRY

ATTEST:

City Clerk Kathy Golden, CMC

Attachment for Regular Business item A:

Developer finds a piece of land; negotiates a price and time period for the approval process with the landowner and usually enters into a contract. The developer then contacts the Planning and Zoning Department to see whether the City is in favor of it at all. The first thing staff looks at is whether the proposed project is in the City of Winter Garden. If not, the property must go through the annexation process providing they meet the requirements of the State law such as whether it is contiguous with city limits. Staff also checks to see if the property is within the Joint Planning Agreement with Orange County that basically states the County will not object to the proposed annexation. Staff also asks the developer if they want to rezone the property. If so, staff looks to see if the new zoning is consistent with the City's Comprehensive Plan. If it is not, the developer would have to file for a Comprehensive Plan Amendment. If the property is 10 acres or larger, the amendment would go first to the Planning and Zoning Board (P&Z) for approval and then to the City Commission for approval of transmittal to the State Department of Community Affairs (DCA) for their review, which takes about three to four months. The DCA returns an Objections, Recommendations and Comments report. Staff review of a rezoning includes looking at school capacity as required in the agreement with Orange County Public Schools, which also must provide the City with a school capacity report. This can be a reason for denying a rezoning, as provided in the agreement. In some cases, Orange County Public Schools will meet with the developer and require them to develop a Capacity Enhancement Agreement, which usually requires the developer to provide additional funds. Staff is also looking at road capacities, water and sewer capacities, etc. The approval process is done by ordinance that is first reviewed by P&Z Board, and then twice by the Commission. Traditionally, the second reading by the City Commission is a public hearing.

If all the above is approved, the developer then goes through the platting process. The first step is the preliminary plat, which shows the lot layout, the street network, how many curb cuts they have, which major roads are involved. Staff reviews items such as whether driveway connections are adequate, lot configurations, buffers, basic utility, and stormwater. If it meets all the criteria, then staff moves forward with the preliminary plat to the P&Z Board for their recommendation, which then goes once to the City Commission. The preliminary plat process gives the developer a feel for being able to finish the process and it gives the City an idea where the developer is headed without telling them to make major changes because the next step is the detailed construction plan process that will cause the developer to expend a considerable sum of money on the project. Staff reviews the detailed construction plans to make sure they meet the approved preliminary plat. If not, they must go back through the preliminary plat process. They must also obtain the necessary permits from St. John Water Management District. Next, the developer builds the roads, water, utilities, sewer, and stormwater with staff doing inspections as these are being built.

The next step is the final plat process, which is a legal document reviewed by staff and the City Attorney for state requirements. Stormwater retention pond maintenance is the responsibility of the homeowner association as stated as such on the final plat. It then goes to the P&Z Board and then the City Commission. The City Code also provides for "build it or bond it" that allows a developer to financially obligate that the improvements will be installed. As the project nears

completion, the developer can post a performance bond to assure the City of completion should the developer go bankrupt.

The final step is the Certificate of Completion after installing roads, water, and sewer. The engineering staff inspects the site and if it is in compliance, the City Engineer will issue the certificate that allows the developer to begin pulling house permits for the entire subdivision. At this time, the City also requires a one-year maintenance bond with the issuance of building permits. The impact fees are paid at the time the building permits are pulled.